

BRENTWOOD BOARD OF SELECTMEN
MINUTES OF 8/5/08

Convened: 6:30 p.m.

Present: David Menter
Kevin Johnston
Jeffrey Bryan
Andrew Artimovich
George Waldron

The Board met and reviewed payroll, accounts payable, and signed the register. The Board reviewed and signed the recreation register.

Jonathan Ellis was in to present the weekly Treasurer's report.

Bryan made a motion to accept the minutes of the 7/15/08 meeting as written. Motion seconded by Waldron, all voted in favor. Bryan made a motion, seconded by Johnston, to accept the minutes of Non-Public Session #1 of 7/15/08. All voted in favor. Bryan made a motion to accept the minutes of Non-Public Session #2 from 7/15/08. Motion was seconded by Artimovich; all voted in favor.

On 7/29/08 the Selectmen reviewed and signed the following building permits:

- Mill Pond Crossing to erect a duplex with units #45 & #46.
- Michael Gregor for the addition of an overhead door in the rear wall of the building located at 370 Rte 125.
- Michael Fuller of 77 Prescott Road for an addition of a garage and living space.
- Warren Graham of 132 Lake Road to alter an existing deck to a 3 season room.

Gil Tuck was in this week with the following building permits which the Board signed:

- Mill Pond Crossing to erect building #12 which will house 1 unit.
- Richard & Ann Chamberlain of 15 Crawley Falls Rd to change an existing screen porch into a 4 season dining/family room.

Tuck will check on a complaint received that an abutter has planted trees on the town owned parcel on the corner of Rte 125 and Middle Rd. The Board would like the highway department to erect stakes along the westerly property line of the Town parcel.

Carole Belliveau, Emergency Management Director, reported that the Department of Homeland Security, FEMA has reviewed our Hazard Mitigation Plan and given conditional approval contingent upon the Selectmen's formal adoption of it. Julie will schedule a public hearing for this purpose. Belliveau also informed the Board that the Town is in need of an updated Emergency Operations Plan. We have been approved for a full grant to develop this. Belliveau has received a couple of proposals and recommends the Selectmen approve the one submitted by Jane Hubbard of Hubbard Consulting LLC as she has an excellent reputation, is less expensive, and covers the same material. After review, Bryan made a motion to accept Hubbard's proposal. Motion was seconded by Artimovich; all voted in favor. Belliveau then requested permission from the Board of Selectmen to appoint Don Tilbe as a second Deputy Director of Emergency

Management. After a brief period of discussion, Artimovich made a motion, seconded by Menter to appoint Don Tilbe as Deputy Director. Menter, Bryan, and Artimovich voted in favor; Johnston was opposed; Waldron abstained. The motion to appoint carried. Belliveau reminded the Selectmen that there is a drill on 8/27/08, 10/8/08, and a graded exercise on 11/5/08. Due to the fact that Phyllis Thompson and Wayne Robinson will be on vacation on 8/27/08 Belliveau is considering either having an evening drill or not having one at all on that date. She will keep the Board posted.

Jeff Siegal was in at the Selectmen's request to discuss the continuation of the operation of his business from his Deer Hill Road residence. Menter explained that we received a complaint on 7/15/08, along with photos substantiating the allegations, that Siegal is still operating his landscaping business from his residence. The Board said that they do understand that he has relocated most of his equipment to Exeter but the photos show that he still has materials and some equipment left at the Deer Hill Rd site. Siegal reported that he will move the materials within 30 days. As far as the restrictive covenants are concerned that Siegal mentioned in a recent letter, the Board reiterated that any violations of those would be a civil matter.

At 7:15 p.m. the Board opened the bids for the work to be done on the Grange Hall roof. There were 3 bids received and they were as follows:

- Tuck Remodeling for \$19,100
- Peter Goodrich for \$19,800
- Millenium Waterproofing for \$21,247

With the bids all being so close and none of the members having familiarity with any of the bidders, they asked Julie to request 3-5 references from each, an approximate start date, an estimate of how long the job would take, and proof that they could get a certificate of insurance. If this information can be received by Tuesday 8/12/08, the Board will have a brief meeting to review it and then award the bid.

Wayne Robinson, road agent, was in to make the Board aware of a substantial increase in the price of salt this year. He has locked in with Morton Salt at \$59.23/ton for 900 tons. He is still working on sand prices.

The Board reviewed the notes:

- Johnston made a motion, seconded by Bryan, to approve payment of \$3,270 from the BCC Encumbered Funds to Bruce Hermeneau as a deposit for the installation of the air conditioning. All voted in favor.
- Johnston made a motion to expend the \$628.28 balance of the BCC Encumbered Funds to Crichton Communications & Electrical Services LLC for the necessary electrical work for the air conditioning at the BCC. Artimovich seconded the motion; all voted in favor. Artimovich made a motion, seconded by Johnston, to approve payment of the \$621.72 balance for the electrical work from the Recreation Impact Fees if the Recreation Director chooses to make the payment from this account. All voted in favor.
- The Board received a written report of the Control Deficiencies from Plodzik & Sanderson, the auditing firm used by the Town. This year they are allowing for

client comments to the noted deficiencies. A draft of responses prepared by Julie was in the Selectmen's mail and will be photocopied for each of the members.

- In response to a recommendation by the auditors to develop a Disaster Recovery Plan, the Board would like Julie to check with Christine to see how the Police Dept handles the back-up information for their server. In addition, they would look Julie to look into the possibility of downloading our back-ups to a website designed for such a purpose.
- Jeff Bryan will check on the Gigante Park property to see if any changes have been made to their drainage to become compliant with their site plan.
- Waldron made a motion to approve payment of \$950 for a new computer for the Bookkeeper. Motion was seconded by Bryan; all voted in favor.
- A motion was made by Menter to waive the interest fees on Mr. Covey's impact fee payments which he paid in full as of today. Waldron seconded the motion; all voted in favor.
- Elyse Seeley had called inquiring whether or not the Selectmen have any issues with the Exeter Newsletter and their coverage of Brentwood as she is meeting with one of their representatives next week. The Board mentioned that they rarely have anything going on that might be of any interest.
- The Selectmen would like Julie to check with the Bowhunters about relocating the memo board from the Fire Station to the BCC before the primaries.
- The Board would like Julie to follow up on the letter that was sent to the DOT regarding the acceptance of Hoyle, Tanner to do the engineering work for the Crawley Falls bridge and confirmation of the covered expenses.
- The Pilgrim United Church of Christ has requested an abatement for the parcel of land in back of the Church. The Board would like Julie to find out if this has been the practice in the past. They also sent a request for an abatement of their timber yield tax. Waldron made a motion to deny this request. The motion was seconded by Bryan; all voted in favor of the denial.
- The Board reviewed a letter from Mr. Musso indicating that he believes he has addressed all necessary issues to make him compliant with his site plan. Bryan will speak with Glenn Greenwood about the matter tomorrow.

The Selectmen signed the following documents:

- A credit card usage policy which will be distributed to all employees.
- Appointment slips for Carole Belliveau as Director of Emergency Management, Wayne Robinson & Don Tilbe as Deputy Directors of EM.
- Timber Tax Warrant for Eugenie Pratt Cook
- A Disabled Exemption for Donald Heath

At 8:20 p.m. Artimovich made a motion, seconded by Waldron, to adjourn. All voted in favor.

Respectfully submitted,

Julie Stevens

